

**Municipality/Organization:** [Acushnet](#)

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**EPA NPDES Permit Number:** [MAR 041085](#)

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**MassDEP Transmittal Number:** [W-035516](#)

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**Annual Report Number  
& Reporting Period:** [Year 9](#)  
[May 1, 2011 – April 30, 2012](#)

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## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)**

### **Part I. General Information**

Contact Person: [Merilee Kelly](#)

Title: [Conservation Agent](#)

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#### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: \_\_\_\_\_

Printed Name: [Merilee Kelly](#)

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Title: [Conservation Agent](#)

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Date: [04/27/12](#)

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## Part II. Self-Assessment

Acushnet is still meeting the requirements of its current MS4 permit, and awaiting the release of the newest permit from EPA. We have met or exceeded each of the required minimum control measures. Public education and outreach has been accomplished through the production and distribution of an educational flyer on stormwater runoff. We have had annual public hearings involving the Board of Selectmen, the Town Administrator, the Board of Health, the Conservation Commission, Highway Department, and the Planning Commission which are broadcast on cable television to Acushnet residents.

With the help of the Buzzards Bay Project NEP, we have mapped our stormwater system, including collection points, discharges and flow directions. These maps are displayed prominently in a number of places in Town Hall and are available to residents through the town's GIS in the Conservation Office. Information is also disseminated via the Town's website.

The public has been actively involved in meeting the requirements of the permit in many ways. The educational flyer encourages residents to review the stormwater maps and report illicit connections to the stormwater system, which many have done. The annual report presented to the town's Board of Selectmen in a public meeting is televised on the local cable station and played for about a week after the meeting. ACTION, a citizens' group of Acushnet residents, in concert with the local Boy Scouts troop, spent many hours stenciling storm drains all over town. These same groups also do an annual roadside clean-up to keep trash and debris out of the stormwater collection system. This year it will be completed on April 28.

Illicit discharges have been identified, mapped, and corrected, by the Board of Health and the Highway Department. Highway and other DPW staff have been trained by the Board of Health in how to spot illicit discharge connections, and illegal tie-ins have been eliminated.

Pollution prevention and good housekeeping BMPs have included the development of a DPW policy guide with details of strategies related to vehicle maintenance, washing, fueling, etc. Ongoing training on these practices is conducted for appropriate staff members. The DPW and the Conservation Commission continue to work closely to ensure that public works projects comply with environmental requirements. The Town purchased its own street sweeper a few years ago and continues to use it three or four times per year; catch basins are cleaned out at least once per year using contract maintenance.

Construction site stormwater runoff is addressed by the Conservation Commission, through the application of the Wetlands Protection Act regulations, recently revised to include the Massachusetts Stormwater Policy. Erosion control and stormwater runoff on construction sites is also addressed in the site plan review process, involving the Building Department, Board of Health, and the Planning Commission.

In May of 2007, Town Meeting passed Acushnet's Stormwater Management Bylaw, and the Massachusetts Attorney General's Office subsequently approved it as well. This bylaw addresses the issue of post-construction stormwater management in new development and redevelopment projects begun after January 1, 2008. Any project that disturbs 5000 square feet or more now requires a stormwater management plan. The bylaw names the Planning Commission as the Stormwater Management Authority, and the Conservation Agent as their Stormwater Agent. Review is triggered by the application for a building permit, and encourages

the use of best management practices such as vegetated swales, infiltration structures, use of dry wells, rain barrels, and site design techniques. Minimization of impermeable surfaces and the retention of vegetation on site are encouraged. The Planning Commission has adopted rules and regulations that simplify the design and review process for home builders and engineers, and a general stormwater management permit for single-family homes with standard amounts of land clearing and impermeable surfaces. Since the adoption of the bylaw, every new home in Acushnet has addressed stormwater management on the property with vegetated swales, dry wells and other site design techniques. New construction and re-construction projects continue to be reviewed for stormwater compliance.

## Part III. Summary of Minimum Control Measures

### 1. Public Education and Outreach

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – ongoing</b>
1-1	Educational flyer on stormwater runoff	Conservation/ Town Administrator	Produce flyer and make available to residents	Flyer produced and distributed in year 2 is available in Town Hall, public library, and at the public meeting	Update and distribute additional flyers as needed
1-3	Posting of Maps	Conservation/ Highway	BPW will post a map of stormwater infrastructure	The map created and updated by the Buzzards Bay Project has been posted in the Conservation office and the Board of Public Works meeting room	The map will remain posted for the public to view – additional copies will be produced as the map is updated
1-4	Web Page	Town Administrator	Amend web page to include stormwater management page	Information for web page has been developed	Stormwater management information will be uploaded onto Town website

### 2. Public Involvement and Participation

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – ongoing</b>
2-1	Encourage participation and citizen actions	Board of Health/ Highway/ Conservation	Flyer encourages residents to review maps, attend hearing and report illicit connections	The flyer contains contact information to report illicit connections as well as information on public hearings	Continue to encourage public participation through the ACTION committee which organizes clean-ups, etc.

<b>2-2</b>	Stormwater Management Committee	Selectmen	Establishment of Stormwater Committee	The Committee was established in Year 1 and continues to meet on a regular basis	The Committee will continue to meet to update and implement the Stormwater Management Plan as needed
<b>2-4</b>	Storm Drain Stenciling	Conservation/ Highway		The ACTION committee, in conjunction with the local Boy Scouts troop, stenciled approximately half of stormdrains in Year 3	We will continue to work with the ACTION committee and look for additional community partners to complete storm drain stenciling
<b>Revised</b>	Street Cleanup	Highway	ACTION committee cleanup	The ACTION committee conducted its annual cleanup in April and focused efforts on roads that abut waterbodies	ACTION will continue to conduct its annual cleanups with support from DPW and other Town Boards

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – ongoing</b>
<b>3-1</b>	Discharge Identification	Highway/ Board of Health	Inventory every discharge pipe and map locations in GIS database	Discharge pipes and road cut locations as well as flow directions were located and mapped with assistance from Buzzards Bay Project NEP	Additional discharge locations and flow directions will be updated on map as needed
3-2	Illicit Discharge Identification	Highway/ Board of Health	DPW reports unusual odors or pipes to BOH	BOH has developed a training module for DPW employees to detect and report illegal tie-ins	DPW employees will receive training for identifying illegal discharges as needed and report them to BOH

3-3	Illicit Discharge Enforcement	Board of Health	BOH will require elimination of illegal tie-ins	BOH has records of all illegal tie-ins which were addressed through enforcement action	BOH will remain responsible for enforcing removal of illegal tie-ins
3-4	DPW Training	Highway	BOH will hold annual training for DPW staff on identifying illegal connections	BOH has developed a training module for DPW employees to detect and report illegal tie-ins	Training held at Town Garage as needed for new employees or as refresher
3-5	Public Information on Illicit Connections	Board of Health	Flyer created in 1-1 includes information on illicit connections	The educational flyer mailed to town residents in Year 2 lists contact information to report illicit connections	Flyer remains available in Town Hall, at town library, and at public meeting

#### 4. Construction Site Stormwater Runoff Control

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – ongoing</b>
4-1	Conservation Commission Bylaw Review and Change	Conservation	Review existing state and local regulations to determine if they address permit requirements	MA Stormwater Policy was rolled into WPA regulations; Conservation Commission worked in conjunction with other departments to draft, edit, revise and pass new stormwater bylaw	Become familiar with new rules and regulations; participate in site plan/design review process
4-2	Planning Board Subdivision Regulation Review and Change	Planning Board	Review existing subdivision regulations to determine if they address permit requirements	worked in conjunction with other departments to draft, edit, revise and pass new stormwater bylaw	Work to pass new rules and regulations; participate in site plan/design review process
4-3	Planning Board Zoning and Non-Zoning Bylaw Review and Change	Planning Board	Review existing state and local bylaws to determine if they address permit requirements	See 4.2; Also Planning Board now makes applicants aware of need to file for EPA General Construction Permit during subdivision review process	Work to pass new rules and regulations, participate in site plan/design review process, issue stormwater management permits

#### 5. Post-Construction Stormwater Management in New Development and Redevelopment

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – ongoing</b>
5-1	Conservation Commission Bylaws	Conservation	Review existing state and local bylaws to determine if they	MA Stormwater Policy was rolled into WPA regulations; Conservation Commission worked in	Become familiar with new rules and regulations; participate in site plan/design

			address permit requirements	conjunction with other departments to draft, edit, revise and pass new stormwater bylaw; Conservation Agent has become Stormwater Agent for the Stormwater Authority	review process
<b>5-2</b>	Planning Board Subdivision Regulations Review and Change	Planning Board	Review existing local subdivision regulations to determine if they address permit requirements	New stormwater management bylaw names Planning Board as Stormwater Authority; Planning Board is responsible for review of projects and stormwater management plans, and issuance of stormwater management permits	Work to adopt new specifications, rules and regulations to streamline processes and design criteria for engineers, designers and builders; review and permit stormwater management plans
<b>5-3</b>	Planning Board Zoning and Non-Zoning Bylaw Review and Change	Planning Board	Develop an erosion control bylaw to require compliance with Phase II regulations	Model erosion control/stormwater bylaws have been compiled and reviewed	See 5-2
<b>5-4</b>	Conservation Commission and Building Department Pre & Post Site Review	Conservation/ Building Department/ Planning Board	Coordinate site plan review, pre and post construction to ensure stormwater requirements are addressed	Process is in place through existing sign-off procedure – all projects that involve land disturbance require initial Conservation/ Stormwater Agent review	With implementation of stormwater bylaw, applicants are made aware of any requirements during initial Planning, Conservation and Building Department review

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – ongoing</b>
<b>6-1</b>	DPW Policy Guide	Highway	Develop a policy guide and details of BMPs and pollution prevention strategies relating to vehicle maintenance, washing, fueling, etc.	Policy guide is completed and available for employees as needed	
<b>6-2</b>	DPW Annual Training	Highway	Conduct annual training of applicable municipal staff	See 3-4	See 3-4



			on stormwater and pollution prevention policies		
<b>6-3</b>	DPW Permit Filing	Highway	DPW will adhere to storm water standards when designing new stormwater treatment systems or road repair	Highway and Conservation work together closely to ensure that public works projects comply with environmental regulations, including new stormwater bylaw	Continue partnership between Conservation and DPW
<b>6-4</b>	DPW Street Maintenance	Highway	Seek Town Meeting approval of funds to purchase the required street sweeping and catch basin cleaning equipment	Town has purchased own street sweeper; Streets are swept 3-4 times/year, catch basins are cleaned out once per year – the catch basin cleaning is contracted out as funding was not available to purchase a cleaner	Continue regular street sweeping and catch basin cleaning during the year

#### **Part IV. Summary of Information Collected and Analyzed**

Records of illicit discharges, educational materials and information on the municipal storm drain system were all collected.

Municipal storm drainage patterns within the MS4 area have been mapped and updated.

Review of existing local regulations and of model by-laws has also been conducted. Draft bylaws and regulations have been considered; the committee concluded by drafting its own.

Committee has drafted new specifications, rules and regulations to streamline processes and design criteria for engineers, designers and builders; and collected examples from other communities.